



June 1, 2016

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER
BOB MULLEN
JERRY FREY
DAN CASEY
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **June 1st at 7:30 a.m.** in the Administrator's office at the Civic Center.

AGENDA:

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes (May 4, 2016 & May 19, 2016)
4. Approval of bills and disbursements – May 2016
5. Public Comment
6. 2016 Water /Sewer Revenue Bond – Ehlers and Associates
7. Sewer Ordinance Changes
8. Staff Reports
9. Communications and miscellaneous correspondence
10. Adjourn

Mike Darrow
Utility Manager

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

New Richmond Utilities

MAY 2016 Check Register

| Check # | Date | Amount | Vendor Name | Description |
|---------|-----------|------------|-------------------------------------|--------------------------------|
| 001114 | 5/6/2016 | 12,811.52 | US BANK CORPORATE PAYMENT SYSTEM | OFFICE APRIL PCARD INVOICES |
| 001115 | 5/13/2016 | 57,166.49 | CITY OF NEW RICHMOND | PAYROLL 5-13-16 |
| 001116 | 5/12/2016 | 2,475.59 | CITY OF NEW RICHMOND | MONTHLY BILL |
| 001117 | 5/12/2016 | 5,000.00 | CITY OF NEW RICHMOND | MAY RENT |
| 001118 | 5/12/2016 | 4,813.77 | CITY OF NEW RICHMOND | MAY INSURANCE |
| 001119 | 5/12/2016 | 7,517.85 | CITY OF NEW RICHMOND | RECYCLING |
| 001120 | 5/12/2016 | 22,679.29 | CITY OF NEW RICHMOND | STORM WATER |
| 001121 | 5/12/2016 | 285.00 | COMMERCIAL TESTING LABORATORY | COLIFORM BACT |
| 001122 | 5/12/2016 | 1,549.85 | DAKOTA SUPPLY GROUP INC | SENSUS METERS |
| 001123 | 5/12/2016 | 74.88 | FASTENAL COMPANY | HEX BOLT |
| 001124 | 5/12/2016 | 42.76 | GOLDCOM VOICE & DATA SUPPLY | RED MARKING PAINT |
| 001125 | 5/12/2016 | 285.00 | HYDRODESIGNS | CROSS CONNECT INSPECT SERVICE |
| 001126 | 5/18/2016 | 0.00 | VOID - MIKE DARROW | REIBURSE BUSINESS MTG |
| 001127 | 5/12/2016 | 5,517.31 | NEW RICHMOND UTILITIES | APRIL CTOC COLLECTIONS |
| 001128 | 5/12/2016 | 25.13 | STEVE SKINNER | REIMBURSE -MADISON TRAINING |
| 001129 | 5/12/2016 | 25.00 | WISCONSIN STATE LAB OF HYGIENE | FLOURIDE TEST |
| 001130 | 5/19/2016 | 10,830.66 | WI DEPT OF REVENUE | APRIL16 SALES TAX |
| 001131 | 5/19/2016 | 10,668.00 | LOCAL GOVERNMENT INVESTMENT POOL | WTR IMPACT FEE & SAC COLLECTIO |
| 001132 | 5/31/2016 | 515,020.95 | WISCONSIN PUBLIC POWER INC | APR PURCHASED POWER |
| 001133 | 5/19/2016 | 33,000.00 | LOCAL GOVERNMENT INVESTMENT POOL | MAY INVEST LGIP#5, 8, & 10 |
| 001134 | 5/19/2016 | 81,850.00 | LOCAL GOVERNMENT INVESTMENT POOL | MAY INVEST LGIP# 7, 9, & 11 |
| 001135 | 5/24/2016 | 42,401.00 | CITY OF NEW RICHMOND | MAY TAX EQUIVALENT |
| 001136 | 5/24/2016 | 103.50 | CITY OF NEW RICHMOND | BEN EXTRAS MO FSA, HRA & COBRA |
| 001137 | 5/24/2016 | 435.01 | CITY OF NEW RICHMOND | DISABILITY INSURANCE |
| 001138 | 5/24/2016 | 21,643.88 | CITY OF NEW RICHMOND | HEALTH INSURANCE |
| 001139 | 5/24/2016 | 36.72 | CITY OF NEW RICHMOND | LIFE INSURANCE |
| 001140 | 5/24/2016 | 201.31 | GOLDCOM VOICE & DATA SUPPLY | KRYLON INDUSTRIAL PAINT |
| 001141 | 5/24/2016 | 2,028.20 | INFOSEND, INC | APRIL BILLING & POSTAGE |
| 001142 | 5/24/2016 | 208.44 | NANCY PETERSEN | REIMB MILEAGE WPPI BOD MTG |
| 001143 | 5/24/2016 | 22,201.59 | TELEMETRY AND PROCESS CONTROLS | REPLACEMENT RADIO WELL#5 |
| 001144 | 5/27/2016 | 51,518.34 | CITY OF NEW RICHMOND | PAYROLL 5/27/16 |
| 034331 | 5/5/2016 | 190.75 | BALDWIN TELCOMM | APRIL PHONE BILL |
| 034332 | 5/12/2016 | 1,113.69 | WI DEPT OF REVENUE | LICENSE FEE ASSESSMENT |
| 034333 | 5/12/2016 | 630.72 | AMERIPRIDE LINEN & UNIFORM SERVICES | UNIFORM SERVICE |
| 034334 | 5/12/2016 | 4,018.00 | BAKER TILLY VIRCHOW KRAUSE LLP | FINANCIAL STATEMENT AUDIT |
| 034335 | 5/12/2016 | 1,575.00 | BERGERSON-CASSWELL, INC | WATER LEVEL MONITOR-WELL 3 |
| 034336 | 5/12/2016 | 51,680.00 | BORDER STATES ELECTRIC SUPPLY | METERS |
| 034337 | 5/12/2016 | 760.00 | COUNTRYSIDE PLUMBING & HEATING | BACKFLOW TEST WWTP |
| 034338 | 5/12/2016 | 451.50 | DUANE W NIELSEN COMPANY | CALIBRATE OCM'S |
| 034339 | 5/12/2016 | 191.10 | EXPRESS EMPLOYMENT PROFESSIONALS | WAGE-ROXANNE JORSTAD |
| 034340 | 5/12/2016 | 475.33 | FLEET ONE LLC | APRIL FUEL |
| 034341 | 5/12/2016 | 219.33 | FREEDOM VALU CENTERS | APRIL FUEL |
| 034342 | 5/12/2016 | 290.25 | FRONTIER COMMUNICATIONS | APRIL PHONE BILL |
| 034343 | 5/12/2016 | 1,620.00 | FUSION METAL PRODUCTS INC | SANDBLAST, COAT LIGHT POLES |
| 034344 | 5/12/2016 | 108.21 | GILLEN'S LIMEQUARRY & LANDSCAP | LIME ROCK-N 2ND & WASHINGTON |
| 034345 | 5/12/2016 | 38.53 | GREAT NORTHERN ENVIRONMENTAL | GREASE. GOOD GRADE FMG |
| 034346 | 5/12/2016 | 230.00 | GTI PARTS & SERVICES INC | OIL CHANGE-JET TRUCK |
| 034347 | 5/12/2016 | 10,518.00 | STUART C IRBY CO | TEST SWITCH |
| 034348 | 5/12/2016 | 93.70 | J.H. LARSON COMPANY | GREEN WIRE |

| | | | | |
|--------|-----------|-----------|----------------------------------|--------------------------------|
| 034349 | 5/12/2016 | 418.84 | KWIK TRIP | APRIL FUEL |
| 034350 | 5/12/2016 | 889.72 | LOCATORS & SUPPLIES, INC | FLAME RESISTANT VESTS |
| 034351 | 5/12/2016 | 42.05 | MACQUEEN EQUIPMENT INC | DESICCANT MEDIA AIR DRI |
| 034352 | 5/12/2016 | 317.49 | MAILFINANCE | FOLDER STUFFER LEASE |
| 034353 | 5/12/2016 | 1,341.00 | NEOPOST INC | LETTER OPENER |
| 034354 | 5/12/2016 | 150.00 | NEW RICHMOND CHAMBER | SPRING SPARKLER SPONSORSHIP |
| 034355 | 5/12/2016 | 64.80 | PAT BECKER | REIMBURSE WPPI POWER DINNER |
| 034356 | 5/12/2016 | 89.76 | RIVERTOWN NEWSPAPER GROUP | AD-FIRE HYDRANT FLUSHING |
| 034357 | 5/12/2016 | 1,150.00 | SCHMITT & SONS EXCAVATING, INC | BACKHOE - 323 PIERSON |
| 034358 | 5/12/2016 | 11,696.71 | SHORT ELLIOTT HENDRICKSON INC | SDW APPLICATION |
| 034359 | 5/12/2016 | 16.43 | SPEE-DEE DELIVERY SERVICE INC | SHIPPING - HIGH VOLTAGE |
| 034360 | 5/12/2016 | 221.31 | TOSHIBA BUSINESS SOLUTIONS | ALLOWANCE AND COLOR COPIES |
| 034361 | 5/12/2016 | 269.39 | VERIZON WIRELESS | APRIL CELL PHONE |
| 034362 | 5/12/2016 | 1,351.64 | WESCO RECEIVABLES CORP | WIRE URD TRIPLEX |
| 034363 | 5/12/2016 | 7,932.38 | FRONTIER AG & TURF | JOHN DEERE Z930M COMM'L ZTRAK |
| 034364 | 5/13/2016 | 205.16 | FLEET ONE LLC | APRIL FUEL - WATER PORTION |
| 034365 | 5/19/2016 | 25.58 | MIKE DARROW | REIBURSE BUSINESS MTG |
| 034366 | 5/24/2016 | 205.89 | ALICIA M & NICK L ENERSON | CR REF ACCT# 1637600-21 |
| 034367 | 5/24/2016 | 41.84 | ANN N ROLLAND | CR REF ACCT# 1602100-21 |
| 034368 | 5/24/2016 | 111.29 | ASHLEY KAUFMAN | CR REF ACCT#705600-28 |
| 034369 | 5/24/2016 | 14,245.00 | BERGERSON-CASSWELL, INC | WELL #5 PUMP MAINTENANCE |
| 034370 | 5/24/2016 | 48.81 | BRIDGET & TIMOTHY KELLEY | CR REF ACCT# 423300-20 |
| 034371 | 5/24/2016 | 152.85 | CHARLES CUNNINGHAM | CR REF ACCT# 1601300-26 |
| 034372 | 5/24/2016 | 1,344.90 | C & J BUILDERS | CR REF ACCT# 1807200-20 |
| 034373 | 5/24/2016 | 282.23 | DAVID & KAREN GREEN | CR REF ACCT# 1116100-21 |
| 034374 | 5/24/2016 | 273.60 | ENERGY FEDERATION INC | 10W TCP LED |
| 034375 | 5/24/2016 | 400.40 | EXPRESS EMPLOYMENT PROFESSIONALS | WAGE R JORSTAD 5/15/16 |
| 034376 | 5/24/2016 | 101.89 | GILLEN'S LIMEQUARRY & LANDSCAP | LIME ROCK - S PIERSON |
| 034377 | 5/24/2016 | 2,798.00 | GIRARD'S BUSINESS SOLUTIONS | SVC CONTRACT 7/1/16-6/30/17 |
| 034378 | 5/24/2016 | 863.00 | STUART C IRBY CO | LED LIGHT - SHOP LIGHT FIXTURE |
| 034379 | 5/24/2016 | 2,808.55 | ITRON | HARDWARE & SOFTWARE MAINT |
| 034380 | 5/24/2016 | 181.80 | JOEL D FREISINGER | CR REF ACCT# 1491000-27 |
| 034381 | 5/24/2016 | 480.00 | JOSHUA M NEUMANN | CR REF ACCT# 211900-21 |
| 034382 | 5/24/2016 | 64.17 | KRISTA & BENJAMIN FINK | CR REF ACCT# 1101300-21 |
| 034383 | 5/24/2016 | 1,280.65 | LAWRENCE AMELL | CR REF ACCT# 214500-21 |
| 034384 | 5/24/2016 | 91.43 | LEONARD FRAHER | CR REF ACCT# 1444500-20 |
| 034385 | 5/24/2016 | 475.00 | LOCATORS & SUPPLIES, INC | MANHOLE LID LIFTER |
| 034386 | 5/24/2016 | 152.04 | LORRAINE GILLEN | CR REF ACCT# 1101100-23 |
| 034387 | 5/24/2016 | 81.00 | MY RECEPTIONIST, INC | ANS SVC 5/4-5/31 |
| 034388 | 5/24/2016 | 170.00 | NR TREE SERVICE LLC | STUMP GRINDING |
| 034389 | 5/24/2016 | 22.95 | PRAXAIR DISTRIBUTION INC | LEASE RENEW FEE-MISSED FEB/MAR |
| 034390 | 5/24/2016 | 75.00 | RI-TEC INDUSTRIAL PRODUCTS | BLASTER - CASE OF 6 |
| 034391 | 5/24/2016 | 21,870.40 | WEST CENTRAL WIS BIOSOLIDS FAC | APRIL BIOSOLIDS |
| 034392 | 5/24/2016 | 424.41 | XCEL ENERGY | APRIL GAS BILL |
| 034393 | 5/26/2016 | 189.11 | ALICIA M & NICK L ENERSON | CR REF ACCT# 1637600-21 |

Total \$ 1,061,839.62

Total Checks & Wires

May 4, 2016

The regular meeting of the New Richmond Utility Commission was held on May 4, 2016 at 7:30 a.m. at the Civic Center.

Pat Becker called the meeting to order at 7:30 a.m.

Members Present: Jerry Frey, Bob Mullen, Gerry Warner, Dan Casey, and Pat Becker.

Others Present: Sean Lentz, Ehlers & Associates, and Craig Yehlik, Chief of Police

A motion was made by Bob Mullen to approve the agenda, seconded by Dan Casey, and carried.

A motion was made by Gerry Warner to approve the minutes of the April 20, 2016 meeting, approve bills and disbursements, seconded by Dan Casey, and carried.

Public Comment:

Mike Darrow welcomed the new Chief of Police, Craig Yehlik.

2016 Water/Sewer Revenue Bond – Ehlers and Associates:

Sean Lentz, Ehlers and Associates, presented a preliminary bond issue for the water and sewer projects, which includes this year's projects, and the refinancing that was discussed at previous meeting. Sean went over the exhibits with the Utility Commission, showing the savings possible by refinancing the old debt with the new debt. Information will be presented to the City Council workshop on May 23, 2016. Recommendation will be brought back to the Utility Commission on June 1, 2016. If approved, the bond sale would take place on July 11, 2016.

Department Reports:

Mike Darrow, Utility Manager:

The street light project on 140th Street will be on the City Council's May 23, 2016 agenda. Both Tom Rickard and Jeremiah Wendt stated residential construction is increasing, especially in Fox Run and Whispering Prairie. Construction for Taco Bell should begin in the near future. The Utility picnic is scheduled for the first Tuesday in August, corresponding with National Night Out. Staff is currently working on a Community Development Block Grant with the school. Going through with an agreement on the demolition of the Commons Building. Staff will be meeting with staff from River Falls to talk about their success stories on selling solar panels, and the sharing of information. The City of New Richmond has taken over the New Richmond Cemetery project. This is a large, unexpected project, and staff has once again stepped up in anticipation of Memorial Day, to complete what needs to be done. Utility Commissioners were asked to meet with Andrew Lammers if they were interested in receiving an iPad or Microsoft Surface.

Bob Meyer, Water Superintendent:

Bob asked Craig Yehlik, Chief of Police, if he would have police staff contact the water department whenever they notice a red light blinking at any of the lift stations. Craig asked if he could receive a list of lift station locations. Spring directional flushing has begun. Locates are ongoing. During the month of May, extra water samples are needed to meet DNR requirements.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

Jeremiah Wendt gave an update for Steve Skinner who was attending SCADA system training in Madison. The UV disinfection season is underway. The UV bulbs are taken out in the winter and put back in the spring. Some issues developed with a slide gate, which will have to be replaced, but everything is back up and running. A new fire suppression system was installed. A new SCADA computer was installed with a new dialer system. The new dialer has the capability of giving more detailed information when issues occur.

Tom Rickard, Electric Superintendent:

The 115th Street lighting is complete. The new lighting being installed on Roosevelt should be completed by the end of the week. Numerous new services are being installed. The remaining ITRON meters were delivered, so the meter conversion can continue. The LED conversion is complete except for some decorative lighting.

Jeremiah Wendt, Director of Public Works:

A brief update was given on the staffing situation. Dave Pufall and Pat Howell job shadowed Marty Powers for one week to obtain as much information as possible on the cross connection process. Dave Pufall has expressed an interest in moving to the Water Department. For now, Dave will take the lead on the construction inspections for the street and utility projects. Then transition him to the water department, and post for a second operator position at the WWTP. Street and Utility construction will begin on June 6, 2016. First areas of construction will be Paperjack Drive and N. Starr Avenue.

Weston Arndt, WPPI Energy Services Rep:

School Visits

Our outreach with the elementary schools in New Richmond for our water, wastewater, and electric departments is wrapping up. Starr Elementary PowerTown is scheduled for May 4, and the Water and Wastewater presentation is scheduled for Starr on May 6.

Member Loan

A member loan application was submitted to WPPI Energy for \$280,592 for new streetlighting to be installed with the 2016 street projects. The WPPI Energy member loan offers 0% financing for 10 year terms for utility or municipal measures targeting energy efficiency or strategic projects. Each member was allowed to request a maximum of \$500,000 of combined funding. This request from New Richmond will cap the City and Utilities at the maximum.

There being no further business, a motion was made by Gerry Warner to adjourn, seconded by Dan Casey, and carried. The meeting adjourned at 8:23 a.m.

Pat Becker, President

Gerry Warner, Secretary

May 19, 2016

An additional meeting of the New Richmond Utility Commission was held on May 19, 2016 at 9:00 a.m. at the Civic Center.

Pat Becker called the meeting to order at 9:00 a.m.

Members Present: Jerry Frey, Bob Mullen, Gerry Warner, Dan Casey, and Pat Becker.

Closed Session per State Statute 19.81 (1)(c)(e) and (f):

A motion was made by Gerry Warner to go into closed session, seconded by Dan Casey, and carried.

Action on Closed Session:

A motion was made by Bob Mullen to approve the agreement made in closed session, seconded by Dan Casey, and carried.

There being no further business, a motion was made by Dan Casey to adjourn, seconded by Jerry Frey, and carried. The meeting adjourned at 9:35 a.m.

Pat Becker, President

Gerry Warner, Secretary



TO: Utility Commission

FROM: Jeremiah Wendt, Public Works Director

DATE: June 1, 2016

RE: Sewer Ordinance Changes

Background

Staff are in the process of drafting the City of New Richmond's first Capacity Management, Operation and Maintenance (CMOM) program. One facet of this program is to review the existing sewer use ordinances, and make any recommended changes. After review by the water, wastewater and engineering staff, three changes were recommended. Those changes are shown on the attached proposed ordinance, and are summarized as follows:

- Define a sanitary sewer service and clarify that the property served owns the sewer lateral to the center of the sewer main.
- Expand the City's ability to require a monitoring manhole as part of a development project.
- Clarify the discharge volume that would require a user to obtain a permit from the City.

Recommendation

These changes have been reviewed by the City's Development Review Committee (DRC), and staff is requesting that the Utility Commission recommend them for adoption by the City Council.

ORDINANCE #___

THE COMMON COUNCIL OF THE CITY OF NEW RICHMOND DOES ORDAIN AS FOLLOWS:

Section 1. Section 86-23 of the City Code (Sewers and Sewage Disposal) is hereby amended to add the following definition:

Sanitary sewer service. Discharge of waste or wastewater through a sewer lateral that conveys waste from a private property to the City's municipal sanitary sewer main. The sewer lateral, including the portion of the lateral within the City's Right-of-Way, to the center of the sanitary sewer main, is the property of the property owner receiving sanitary sewer service through any such sewer lateral, and such property owner shall be responsible for costs and expenses associated with any maintenance, repair, removal, or replacement of such sewer lateral.

Section 2. Section 86-28(c) of the City Code (Wastewater measurement and sampling) is hereby amended to read as follows:

(c) All persons Any non-residential property discharging industrial wastes or wastewater to the City's sanitary collection system may be required, at the discretion of the Director of Public Works, to into the wastewater works shall construct and maintain control manholes in suitable and accessible positions within the City's Right-of-Way or on public property or an easement in favor of the City, or any City agency, to facilitate the observation, measurement and sampling of all his waste or wastewater. Control manholes shall be located and constructed in a manner approved by the Superintendent Director of Public Works and in conformance with WI Administrative Code SPS 381-391. Plans shall be submitted to the Superintendent Director of Public Works prior to construction.

Section 3. Section 86-30(a)(1) of the City Code (Wastewater discharge permit) is hereby amended to read as follows:

(a) Permit

- (1) A wastewater discharge permit is required under this section if a person's discharge into the City wastewater works has any of the following characteristics:
 - a. A BOD greater than 300 mg/l.
 - b. A suspended solids concentration greater than 300 mg/l.

- c. A volume of 10,000 gallons per day or greater is discharged by any user at one or more points of discharge.
- d. Any of the characteristics listed under Section 86-24.

This ordinance shall take effect immediately upon its passage and publication as provided by law.

Passed and approved:
Published and effective:

CITY OF NEW RICHMOND

By: _____
Fred Horne, Mayor

ATTEST: _____
Tanya Reigel, City Clerk